

<b>Facility Name:</b> Middlesex Therapeutic Community Residence (MTCR)	
<b>Policy and Procedure: Release of Records</b>	
<b>Replaces Version Dated:</b>	<b>Effective Date:</b> 1/16/14

## **Policy:**

Upon request, the resident has the right to review information contained in his or her medical records within a reasonable time frame. MTCR must actively seek to meet these requests.

### **A. Purpose:**

1. To delineate procedures through which a person currently at MTCR may review their medical record.
2. To delineate procedures through which a person currently or previously at MTCR or another person legally authorized, may obtain a copy of part or all of a resident's medical record.
3. To clarify that only information generated at MTCR can be released; information gathered from other sources is protected by HIPAA and cannot be released by MTCR.

### **B. Procedures:**

1. Review of medical record for residents currently at MTCR
  - a. Residents reviewing their current medical record must have approval from the treatment team and be supervised by staff to ensure that any questions are addressed and to ensure that the record is not defaced in any way.
2. Obtaining a copy of a resident medical record
  - a. A dated and signed release must be received at MTCR from the current or previous MTCR resident, authorizing release of information to the person or entity requesting the information. Exceptions extend to representatives of the licensing agency (DAIL) to carry out its responsibilities, and as otherwise provided by law, including court orders to release records.
  - b. To receive a copy of his/her medical record, a current resident, or an individual previously at MTCR must provide a signed release to MTCR. A copy of MTCR's Release of Information Form (ROI) may be requested from MTCR in person, by fax, email, or regular mail. A photocopied release form is acceptable. Signed forms other than MTCR's are acceptable.
  - c. Release forms are filed in that resident's medical record.
  - d. Requested documentation may be faxed to a secure fax machine, or sent by regular mail, as specified on the request. A cover sheet will be included, noting what documentation was sent. A copy of the cover sheet including what documentation was sent will be saved in the resident file.